

Regular Board Meeting – November 18, 2016

RESOLUTION SUMMARY

Resolution	Description	Byers	Doneghy	Savage	
Resolution No. 73-16	Contract Approval, Metroparks Belt House Restoration Phase II, 5602 Swan Creek Drive, Toledo, Ohio 43614	2 nd	Motioned		Approved
Resolution No. 74-16	Contract Approval, Buckeye Broadband	Motioned	2 nd		Approved
Resolution No. 75-16	Maumee River Water Trail Designation	2 nd	Motioned		Approved
Resolution No. 76-16	Authorization to Apply for an Edward Byrne Memorial Justice Assistance Grant	Motioned	2 nd		Approved
Resolution No. 77-16	BGSU BASIN Grant	2 nd	Motioned		Approved
Resolution No. 78-16	Authorization of Building Standard Enforcement and Approval	Motioned	2 nd		Approved
Resolution No. 79-16	Increasing Authorization for Blue Water Communications to Negotiate for Advertising Purchases	2 nd	Motioned		Approved
Resolution No. 80-16	Activity and Participant Registration System	Motioned	2 nd		Approved
Resolution No. 81-16	Schedule of Payables	2 nd	Motioned		Approved
Resolution No. 82-16	2017 Request for Advance of Taxes Collected	Motioned	2 nd		Approved
Resolution No. 83-16	2017 Certificate of Estimated Resources	2 nd	Motioned		Approved
Resolution No. 84-16	2017 Annual Appropriation Measure	Motioned	2 nd		Approved

The mission of Metroparks of the Toledo Area is to conserve the region's natural resources by creating, developing, improving, protecting, and promoting clean, safe, and natural parks and open spaces for the benefit, enjoyment, education, and general welfare of the public.



Board Minutes

METROPOLITAN PARK DISTRICT OF THE TOLEDO AREA **FRIDAY, NOVEMBER 18, 2016, 8:30 A.M.** **BOARD ROOM – WILDWOOD METROPARK**

Commissioners Present:

Scott Savage, President
Lera Doneghy, Vice President
Fritz Byers, Vice President

David D. Zenk, Interim Executive Director
David Smigelski, Legal Counsel

Staff present: Dave Zenk, Jill Molnar, Joe Fausnaugh, Scott Carpenter, Sherri Mossing, Michelle Grigore, Emily Ziegler, Heather Mosqueda, Tim Schetter, Trish Hausknecht, Robin Brown, Jon Zvanovec

1. NON-RESOLUTION BOARD ITEMS

President Scott Savage called the meeting to order at 8:34 a.m.

Mr. Savage led the Pledge of Allegiance.

2. CONSENT AGENDA ITEMS

Mr. Byers made a motion for approval of the consent agenda; as well as the disposition of the minutes for the regular Board meeting held on October 26, 2016; as well as the disposition of the minutes for the Special Board Meetings held on November 7 and November 9, 2016. This motion was seconded by Mrs. Lera Doneghy, and Mr. Savage approved.

3. CONSIDERATION OF REPORTS FROM DIRECTOR AND EMPLOYEES OF THE DISTRICT FOR BOARD REVIEW

A. Mr. Matt Cleland, Deputy Director of Administration/Treasurer

2017 Budget

Mr. Cleland reviewed the 2017 budget as a PowerPoint presentation. The Board of Park Commissioners was provided a copy of this presentation, along with the actual budget document, electronically prior to today's meeting.

Mr. Byers inquired as to how Metroparks is able to have a reduction in fringe benefits while salaries have increased. Mr. Cleland replied that fringe benefits, such as health, unemployment, severance, etc., are not directly tied to salaries, which accounts for a portion of the decrease. The other factor is savings between budget and actual amounts for 2016 that allow for a reduction in the amount budgeted for 2017. Mr. Byers inquired if healthcare expenses will remain flat. Mr. Cleland stated Metroparks' rates throughout Lucas

County have not increased as the County sets premiums based upon its fund balance. Mr. Byers asked Mr. Cleland to clarify whether the rates for healthcare expenses will remain flat in regard to deductibles, co-insurance, etc. Mr. Cleland confirmed and stated there may be changes with elected supplemental insurances such as additional life insurance, but that no changes would occur to the core services.

Mr. Savage asked if Metroparks will continue with North to develop a marketing plan. Mr. Zenk said Metroparks has reached out to North for some guidance, but there is no vendor under contract at this stage. Mr. Savage inquired if \$25,000.00 is sufficient to cover all marketing initiatives. Mr. Cleland explained that \$25,000.00 is the increase to the current budget rather than total budget.

Mr. Savage inquired as to the best practices that are presented throughout the budget document and asked for the source of the best practice. Mr. Dave Zenk responded that these are guidelines, and not gospel, but the numbers come from a compilation of Ohio Parks Recreation Association (“OPRA”) and National Recreation and Park Association (“NRPA”) resources, Metroparks’ comprehensive plan, and contractor Leon Younger. Mr. Savage commented that if Metroparks is extreme from one direction to another, he is ok with that. Mr. Zenk responded that Metroparks does take these numbers with a grain of salt. Mr. Savage suggested a footnote for the source of each metric referenced.

Mr. Byers inquired if there was a best practice regarding a metric to evaluate Metroparks’ staffing against other organizations. Mr. Zenk said the common metric is acre/employee, but it can be challenging to use this method based on the demographics and variables of different organizations.

Mr. Cleland reviewed staffing changes and indicated that staffing for 2017 results in one position more than the 2016 level.

Mr. Cleland has begun the process of developing the long-range financial plan. This involves projecting numbers that reflect the cost of running all parks, including future parks once completed. He is planning to have documents to present at the December board meeting.

Capital Projects – Mr. Byers inquired as to Metroparks’ level of comfort for major maintenance budgeting given that major maintenance only represents two percent of the total value of assets. Mr. Cleland stated that it is a function of efficiency, which is evidenced by the fact that there is not a queue of deferred maintenance. Mr. Zenk stated that Metroparks has a strategic system and software that aids in its maintenance process.

Mr. Byers asked for clarification regarding the estimated unencumbered fund balance for grant funds.

Mr. Byers stated that the he found the performance measure matrices extremely useful and helpful. He went on to say in his 8-9 years on the board, this was by far the best year regarding the budget presentation. To gain a better understanding of where Metroparks was and where it is headed, he stated that this information is tremendous. He further stated that Metroparks owes its taxpayers an effective stewardship with their funds, so this information makes that process as easy for taxpayers as it does for board members.

Treasurer’s Report

Mr. Cleland reported general fund expenditures are happening as expected. He prepared a projection from the third quarter to year-end, which provides confidence in the numbers.

Regarding the budget to actual report for all funds, Mr. Cleland drew attention to land acquisition and the timing of the Howard Marsh development. He also discussed programming revenue that is well below budget; however, it well exceeds 2015 levels, and expenditures have been appropriately controlled as a result.

Mr. Cleland said there was quite a bit of activity on the investment ledger in October, with a couple of maturities in transit on the last day of the month appearing in the row labeled as cash. Responding to a question from a previous meeting, he said no penalties were incurred to place funds in STAR Ohio for the Howard Dam surety because funds were accrued in Money Market accounts in anticipation of the surety.

Mr. Savage asked Mr. Cleland to provide an update on the investment policy he has been working on. Mr. Cleland stated that since there is no longer a need to accrue funds for the Howard Dam surety, it is necessary

to reinvest current maturities. With the last update to the current policy being in 2003, he has begun the task of updating.

Mr. Cleland said there are five items on the then and now report requiring approval of the board. Two of those were Middlegrounds purchases that were somewhat emergent in nature, which is an appropriate use of the then and now process. He went on to say Metroparks will continue to work to improve the district's performance in this area.

Mr. Savage announced that Metroparks received 10 OPRA awards, including 6 first place finishes. He congratulated the administration and staff and thanked everyone who contributed. He looked at Cleveland, Columbus, and 5 Rivers and the number of awards they won. From the board's perspective, Metroparks' comparative recognition is extraordinary. Mr. Zenk made an offer to the board members to attend the ceremony on February 14, 2017 at Kalahari.

4. BOARD APPROVAL OF CONTRACTS, DEEDS, AGREEMENTS, ETC.

- A. Mrs. Doneghy offered and moved for adoption of the following resolution with the correction of the title, with a second by Mr. Byers:

Resolution No. 73-16 – Contract Approval, Metroparks Belt House Restoration Phase II, 5602 Swan Creek Drive, Toledo, Ohio 43614

Mr. Jon Zvanovec reported that this is a contract for Comte Construction to begin Phase II, which moves to the inside of the home. Mr. Byers inquired if Mr. Zvanovec felt confident of the completion date at the end of May 2017. Baring anything unforeseen, Mr. Zvanovec stated that there should not be any concerns. Mr. Byers asked Mr. Zenk to provide an overview of the entirety of the project. Mr. Zenk reported that there has been some extensive planning; Metroparks is working with members of the Anderson family to create trails that will eventually connect to this property. Once the project is officially completed along with the Anderson property, this will connect to Swan Creek and be a part of the Blue Way Trail currently in process. Mr. Byers inquired as to when Metroparks expects programming to begin. Mr. Zenk stated that it would begin next year, but Metroparks will not obtain occupancy until the site work is completed, and the site work will begin next spring. Mr. Zenk reported that Metroparks' construction crew has been instrumental in these types of projects and is pushing along progress.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

- B. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 74-16 – Contract Approval, Buckeye Broadband

Mr. Zenk reported that Metroparks is mandated to use the owner of the box, which is Buckeye, so it is impossible to obtain other pricing.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

- C. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:

Resolution No. 75-16 – Maumee River Water Trail Designation

Mrs. Emily Zeigler reported that Metroparks is seeking support for the development of this water trail. Once completed, the entirety of the trail will be 108 miles. ODNR has some stipulations that there have to be a certain number of access sites. Metroparks is required to obtain resolutions from each of the 37 entities that this trail traverses. This grant could cover the costs of signage, brochures, etc., and Metroparks has offered to support financially with brochure development and printing costs so the grant could cover the signage in full. The state requires two signs at each access point. In addition to this trail, Metroparks is looking to access the islands for some programing activity.

Mr. Byers inquired about the map, specifically as to the identification of the agencies in red. Mrs. Zeigler stated that those are the owners/managers of the current access sites. ODNR will market this on its website, so for planning purposes, this begins the creation of a user's guide.

Mr. Savage asked if Metroparks envisions the signage to mirror its current plans. Mrs. Zeigler responded that yes, because Metroparks has taken the leadership role, it has assumed that responsibility.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

- D. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 76-16 – Authorization to Apply for an Edward Byrne Memorial Justice Assistance Grant

Mr. Joe Fausnaugh reported that there was a summary provided to the board prior to this meeting regarding this grant. He stated that with the civil unrest across the country, he felt this tool could help aid in any potential incident within the agency. Additionally, with the rise of the heroine epidemic in the area, this would assist as well. This grant would allow Metroparks to outfit a Taser for each of its rangers to best protect them and visitors should an unsafe situation arise. Mr. Fausnaugh reported that 95 percent of the times a Taser was used, the officer was not injured and the individual tased was not harmed. If this does pass, Metroparks will remove pepper spray and replace with this. Pepper spray can result in cross contamination, especially on a windy day.

Mr. Byers stated the brief was very thorough and thanked Mr. Fausnaugh for that. He inquired whether, once the required training has been completed, there an actual certificate issued. Mr. Fausnaugh stated that he is not sure if an actual document will be produced, but all rangers would be required to participate in the training.

Mr. Byers inquired if there was one individual event that created the need for this. Mr. Fausnaugh responded that it was not one event in particular, but more a trend happening. Metroparks Rangers asked if this is something Metroparks could have. After researching, Mr. Fausnaugh agreed.

Mr. Byers asked if there were any projections on potential usage based on the past couple of years. Mr. Fausnaugh said it would be very infrequent, maybe twice a year. Often when an individual sees a Taser, it tends to be a more effective deterrent. Mr. Byers read from the brief regarding the protection of the citizens and fully supports this initiative.

Mr. Savage inquired as to the anticipated timing to begin implementing the Tasers. Mr. Fausnaugh replied that, should Metroparks receive the grant; the grant will cover 60 percent of the costs. If Metroparks does not receive the grant, it will wait another year and re-apply. If the grant does come through, Metroparks will begin in early spring creating the policy for usage, and the policy will need to be in place prior to purchase. The goal would be June/July 2017 to have the Tasers implemented. Mr. Savage inquired if whether Metroparks receives the grant or not, Metroparks should be moving forward with the purchase. Mr. Zenk responded that yes, should Metroparks not receive the grant, Metroparks plans to purchase and implement the Tasers.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

- E. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:

Resolution No. 77-16 – BGSU BASIN Grant

Mrs. Michelle Grigore reported that this is considered a citizen's science project. The BASIN grant rolls out to informal agencies, which includes Metroparks. Metroparks would be gathering data with other constituents with the focus on water quality. There are several phases of the grant. BGSU needs a letter of support, and they will reimburse Metroparks' staff costs.

- F. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 78-16 – Authorization of Building Standard Enforcement and Approval

Mr. Zvanovec reported that this document will allow Metroparks to pull permits locally again, rather than having to go through Columbus. Additionally, Metroparks will save about 4 percent in fees.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

- G. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:

Resolution No. 79-16 – Increasing Authorization for Blue Water Communications to Negotiate for Advertising Purchases

Mr. Scott Carpenter reported that Metroparks scaled back from last year's budget; however, the budget is running slightly short with the Holidays approaching.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

- H. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 80-16 – Activity and Participant Registration System

Ms. Heather Mosqueda reported that this initially went out to bid with only two vendors submitting proposals. This past summer, Metroparks made the decision to re-bid, and 6 vendors submitted proposals. This was then narrowed down to 3 and after several meetings with the vendors, the final choice was RecTrac. The dollar amount is a not-to-exceed amount, which includes additional fees for the vendor to implement a seamless transition as well as to create additional layers in order to match Metroparks' current website.

Mrs. Doneghy inquired if there was training available. Ms. Mosqueda reported that yes, RecTrac offers very comprehensive training.

Mr. Byers inquired if the references were in favor of this product. Ms. Mosqueda responded that yes, the references were having success with this product and highly recommended it.

Mr. Zenk indicated that North was brought in to discuss integration efforts to ensure this new system would be compatible with what Metroparks currently has in place with the website.

Mr. Savage thanked the committee for all of its hard work.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

- I. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:

Resolution No. 81-16 – Schedule of Payables

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

- J. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:
Resolution No. 82-16 – 2017 Request for Advance of Taxes Collected

Mr. Cleland reported that this is an annual resolution required each year.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

- K. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:
Resolution No. 83-16 – 2017 Certificate of Estimated Resources

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

- L. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:
Resolution No. 84-16 – 2017 Annual Appropriation Measure

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

5. EXECUTIVE SESSION

At 10:19 a.m., President Scott Savage made a motion to recess into executive session to consider the items that qualify for consideration in executive session. Mr. Savage stated that the purpose of the executive session was a pending land acquisition and a legal matter to be discussed with legal counsel, pursuant to Ohio R.C. §121.22, (G)(1), (2), (3). Mr. Savage asked if there was any discussion and reported, under Ohio R.C. §121.22, a roll call vote on this motion is necessary. Ms. Jill Molnar conducted a roll call vote of the commissioners.

ROLL CALL

Mrs. Doneghy - Yes

Mr. Byers – Yes

Mr. Savage – Yes

Ms. Molnar reported upon roll call vote the motion passed and the Board recessed into executive session.

The Board adjourned executive session at 10:38 a.m.

Mr. Byers made a motion to adjourn the Board meeting at 10:39 a.m., which was seconded by Mrs. Doneghy and approved.

Scott Savage, President

Attest: _____
David D. Zenk, Interim Executive Director

DDZ/kjm
11/18/16